LTS Science and Technology Roadmap
Executive Committee Kickoff Meeting
Weston Tabor Center, Denver, CO
November 19-20, 2001

A Kickoff Meeting for the LTS Science and Technology Roadmap was held on November 19-20, 2001, at the Weston Tabor Center in Denver, CO. The following objectives were addressed during the meeting:

- Familiarize the Board of Directors with the process and schedule for completing the Roadmap.
- Close on an organizational framework for the LTS S&T Roadmap effort.
- Practice development of capability maturity charts to gain understanding of process and complexities.
- Close on scope and confirm working group membership.

Attendees were as follows:

Board of Directors
Edwin L. "Larry" Davis (EC Chair), BWXT Services, Inc.
George Apostolakis, Massachusetts Institute of Technology
J. Lane Butler, Kaiser-Hill Company, LLC
Lorne G. Everett, The IT Group
Shah Choudhury, DOD Environmental Cleanup
Howard Roitman, Colorado Department of Public Health and Environment
Linda S. McCoy (Representing Clay Nichols), DOE-Idaho Operations Office
Bruce Hallbert, INEEL Roadmapping Project Manager

Steering Committee / Working Groups Chairs
David J. Borns, Sandia National Laboratories – Monitoring and Sensors
James H. Clarke, Vanderbilt University – Contaminant Containment and Controls
William R. Freudenburg, University of Wisconsin-Madison – Decision Analysis and Institutional Performance
James V. Mohatt, JVM and Associates – Safety Systems and Institutional Controls

Technical Support / Facilitation
Devon Streit, McNeil Technologies, Inc.
Dennis Fargo, McNeil Technologies, Inc.
Bob Katt, McNeil Technologies, Inc.

INEEL Roadmapping Core Team
Steven J. Kowall
Bryan L. Parker, Facilitator
Steve A. Birrer
Charles V. Park
Brent Dixon
R. Douglas Hamelin, Technical Support

Other Attendees
Jeffrey J. Short, DOE Office of Long-Term Stewardship
Paul Kearns, Laboratory Director, Idaho National Engineering and Environmental Laboratory
C. Brooks Weingartner, DOE-ID National Long-Term Stewardship Program
Steve Wassersug (DOE-ID Guest), Global Environment & Technology Foundation
John Rampe (Guest Speaker), Rocky Flats Environmental Technology Site

Summary proceedings of the one and a half-day meeting appear below.

Day 1 – Monday, November 19

The meeting began with introductory comments by Larry Davis (EC Chair), Paul Kearns (INEEL), Jeff Short (DOE-HQ), and Linda McCoy (representing Clay Nichols, DOE-ID), each of whom took the opportunity to briefly present their vision of the LTS efforts and the priorities facing the LTS S&T Roadmap effort.

Following introductory remarks, the remainder of the morning was spent presenting background and resource information to the executive committee. Presentations (see Attachment A) were as follows:

- Background & Goals, LTS S&T Roadmap Project – Bruce Hallbert, INEEL
- Roadmapping Overview – Devon Streit, McNeil Tech.
- Operational Baseline Overview – Charles Park (representing Rafael Soto), INEEL
- S&T Profile Overview – Steve Birrer, INEEL
- Roadmap Process & Schedule Overview– Charles Park, INEEL

A key concern during Bruce Hallbert's presentation was the need to identify and provided a "prioritized" list of needs to DOE by early April and whether there was enough time in the schedule to make that happen. Additionally, the issue of whether or not the S&T arena is the right place to define what is needed was raised for discussion on the premise that S&T can help formulate the 'how' side of definition, but defining what is needed and when is mostly an operations/programs issue. Jeff Short of DOE-HQ clarified that this is just an initial short at what needs to be done. Even when DOE has an initial 'prioritized' list of recommendations, those needs will be worked and most likely change as they are vetted out and moved forward. Larry Davis moved the presentations forward by reminding the group that Linda McCoy had laid down some priorities in her introductory comments and that the Executive Committee needs to be grounded in what those priorities are and move from there.

Presentations on Operational Baseline and S&T Technology Profile work performed at the INEEL resulted in a list of additional information that the Executive Committee will need to successfully carry out their charge. These items include:

- Subtitle C and Subtitle D site information, including when those sites are scheduled for closure
- 151 B site information, including when those sites are scheduled for closure
- Cost and risk information
- Dollars invested by category for "needs" and technology during FY00
- Re-evaluation of the correlation between LTS technologies and needs assessment by category
- RODs evaluation – what technologies exist [databases that address existing technologies]? Center for Risk Evaluation? EM Laboratories?
- Vision Report to the Executive Committee

During lunch, attendees were privileged to listen to John Rampe, recently appointed Stewardship Czar at Rocky Flats. Mr. Rampe discussed currents efforts at Rocky Flats to address long-term stewardship objectives and fielded questions from the Executive Committee regarding insights into the LTS process.

Following lunch, meeting attendees participated in a Capability Maturity Chart Workshop designed to give participants the opportunity to explore and practice using Capability Maturity Charts and Technology Development Path Charts as key tools in the development of defensible roadmaps. Once the workshop reached a point where the information being addressed seemed more applicable to the Steering Committee in their role as Working Group Chairs, the Board of Directors excused themselves to begin addressing the organizational framework for the Executive Committee. At the conclusion of the Workshop, the Steering Committee joined the Board of Directors and continued the organizational framework discussion until approximately 7pm.

Day One activities concluded with an evening social to allow attendees to mingle and get to know each other on a more personal, less formal basis.

Day 2 – Tuesday, November 20

Day two began with a review of day one activities and a brief presentation by Larry Davis on the results of the organizational framework discussion. The following expectations and conclusions were presented:

Focus: Customer Needs (Phased Approach Handout)
- Keep centered
- Focus on first deliverable (May)

Next Meeting:
- Dallas in January (Working Groups Meetings on 28th-29th; Board of Directors' Meeting on 30th)
- Working Groups – Develop technology needs, gaps, capability charts
- Continue to formulate management process

Assignment (Use issues/concerns/info/needs):
- Email to Larry Davis by 11/30/01 RE: our management process
    - Describe the "as is" condition and the desired state (maintain customer needs focus)
- Provide workgroup member and "topic" suggestions to WG Chairs

Goal (Develop Prioritization Process):
Come through the National Workshop and obtain broader stakeholder priorities prior to the May deliverable.

Additionally, Larry Davis asked Bruce Hallbert to review with the Executive Committee (at the close of the meeting) proposed changes to the scope description for Phase I of the LTS Roadmap, referred to by Larry as the "Needs Document." The remainder of the morning was spent presenting background information and proposed membership for each of the four working groups to the Executive Committee. Presentations (see Attachment A) were as follows:

- Roadmap Working Group Scope, Membership, and Interactions – Steve Kowall, INEEL
- Monitoring and Sensors Working Group – David Borns, Chair
- Contamination Containment and Control Working Group – Jim Clarke, Chair
- Decision Making and Institutional Performance Working Group – Bill Freudenburg, Chair
- Safety Systems and Institutional Controls Working Group – Jim Mohatt, Chair

Executive Committee members were asked to consider the names of potential members and provide concerns or names of additional members to the Working Group chairs by November 30, 2001.

Following Working Group presentations, Bruce Hallbert presented (at Larry Davis' request) proposed changes to the scope description for Phase 1, referred to as the "Needs Document" (see Attachment B). Executive Committee members were then asked to review the changes over the next few days and provide comments back to Bruce by November 28, 2001.

Bryan Parker concluded the meeting with a review of outstanding issues and concerns, action items, and plans for upcoming meetings. Items appearing as "strike through" were felt to have been resolved during the meeting but are included here for record purposes.

Issues and Concerns

1. Rough prioritization between Jan 2002 meeting and May 2002 meetings (Need to address how prioritization will be done.

   - Need milestone April 2002 for product delivery
   - Clarify products after presentations

2. ~~Consideration of programmatic side – factor into schedule/meetings.~~

3. ~~How do we interface/connect to other roadmapping efforts (v-zone learning)~~

4. Find information from SIA and other roadmaps – lessons learned. [Build learning into our process?]

5. Need to define level of detail for data being utilized by working groups. How detailed do we need to get? (All Working Groups)

6. ~~Investment direction toward C/U and WM and with is linkage between. What applied to LTS? [Expand database to include these.]~~

7. ~~Role of risk management in LTS (G.A.). [What is role? Reduce uncertainty or what?]~~

8. Verify that decision analysis (J Harbour @ INEEL) utilizes lessons learned from prior DOE decision models (Yucca, WIPP)

9. ~~Information Management – How do we address the issue? [Grand Junction Working Group may have information/charge to address]~~

10. Do we get the research community involved broadly? Need to include them appropriately w/out exclusion.

Actions

Action	Actionee	Due Date
1. E-mail to Larry Davis (see "Assignment" above)	Executive Committee	11/30/01
2. Feedback/modifications on needs document to Bruce Hallbert w. CC to Larry Davis	Executive Committee	11/28/01
3. Send Email to Executive Committee to include: • Needs Document • Actions/Issues/Chair Expectations, etc. • COI Information	B. Hallbert, D. Hamelin D. Hamelin B. Hallbert	11/30/01 11/21/01
4. Consult with Counsel on FACA	B. Hallbert, B. Weingartner	
5. Develop scope and objectives for March Meeting with WG Chairs	S. Kowall, B. Parker	
6. Analyze members for cost of participation and assess available budgets for contracting WG participants.	B. Hallbert, D. Hamelin	
7. Working Group Chairs Telecon (Standard Meeting Time: 2-4 CST, 1-3 MST)	WG Chairs, S. Kowall, B. Hallbert, D. Hamelin	11/29/01 8 MST
8. Schedule telecon w/ WG Chairs to discuss prioritization issues	S. Kowall	
9. Identify level of detail for data needed to conduct WG efforts.	WG Chairs	On-going

Future Meetings

Meetings	Location	Attendees
Technical Needs and Capabilities Workshop Date: Jan 28-30, 2001 (purpose: needs assessment)	Dallas, TX	Working Groups (Jan 28-29) Exec. Committee (Jan 30)
Stakeholder Input Workshop Date: Mar 19-21, 2001 (purpose: vet needs w/ larger community and specific stakeholders to identify blind spots)	Las Vegas, NV	Stakeholders, Working Groups, and EC (Mar 19-20) Exec. Committee (Mar 21)
Roadmap Development Workshop Date: May 21-13, 2001 (purpose: prioritization)	Salt Lake City, UT	Working Groups (May 21-22) Exec. Committee (May 23)
Workshop with Research Community	TBD	TBD

The meeting adjourned at 11:30 am.

Attachment A

**Presentation Handouts from the
LTS S&T Executive Committee Kickoff Meeting**

Attachment B

**Revised Phase I Scope of Work
for the LTS S&T Roadmap**